

**Office of  
The City Attorney  
City of San Diego**

**MEMORANDUM**

**DATE:** August 28, 2007  
**TO:** Julie Dubick, Policy Director  
**FROM:** Michael J. Aguirre, City Attorney  
**SUBJECT:** Charter Section 40 Request

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This is a request made under the provisions of San Diego City Charter Section 40, which states that "The City Attorney shall have charge and custody of all the legal papers, books, and dockets belonging to the City pertaining to his office, and, upon a receipt thereof, may demand and receive from any officer of the City any book, paper, documents, or evidence necessary to be used in any suit, or required for the purpose of the office." Pursuant to my rights under Charter Section 40, I request:

- A. Any and all records sent or received by James Ingram for the period of January 1, 2007 through August 28, 2007. Specifically, I request all records that include the following keywords: "City Attorney," "Attorney," "legal representation," "authority," "charter," "elected," "appointed," "Charter Section 40," "section 40," and "Aguirre." This request includes all records regardless of form, including but not limited to letters, memoranda, telephone log entries, visitor log entries, message receipts, notations of conversations, meeting notes, e-mail messages or other records on magnetic media, fax cover sheets, reports, statistics, calendar entries, permits, questionnaires, photographs, audio tape, film, and videotape.
- B. Any and all records reflecting communications between James Ingram and representatives of the Office of the Mayor<sup>1</sup> for the period of January 1, 2007 through August 28, 2007. Specifically, I request all records that include the following keywords: "City Attorney," "Attorney," "legal representation," "authority," "charter," "elected," "appointed," "Charter Section 40," "Section 40," and "Aguirre." This request includes all records regardless of form, including but not limited to letters, memoranda, telephone log entries, visitor log entries, message receipts, notations of conversations, meeting notes, e-mail messages or other records on magnetic media, fax cover sheets, reports, statistics, calendar entries, permits, questionnaires, photographs, audio tape, film, and videotape.

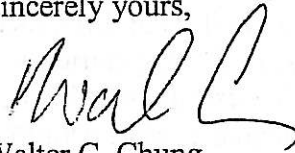
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<sup>1</sup> Representatives of the Office of Mayor include Mayor Jerry Sanders, Kris Michelle, Fred Sainz, Julie Dubick, Jay Goldstone, and Lisa Briggs.

- C. Any and all records owned or retained by James Ingram for a record and/or records titled, "Subcommittee on Duties of Elected Officials" and/or "Report on the City Attorney's Office by James Ingram." This request includes all records regardless of form, including but not limited to letters, memoranda, telephone log entries, visitor log entries, message receipts, notations of conversations, meeting notes, e-mail messages or other records on magnetic media, fax cover sheets, reports, statistics, calendar entries, permits, questionnaires, photographs, audio tape, film, and videotape.
- D. Any and all records pertaining to the hiring of James Ingram. This request includes all records regardless of form, including but not limited to letters, memoranda, contracts, draft contracts, request for proposals, requests for qualifications, request for proposal responses, request for qualification responses, invoices, bills, receipts for invoices paid, telephone log entries, visitor log entries, message receipts, notations of conversations, meeting notes, e-mail messages or other records on magnetic media, fax cover sheets, reports, statistics, calendar entries, permits, questionnaires, photographs, audio tape, film, and videotape.

This is a formal request to have this information delivered to the San Diego City Attorney by 10 a.m. on the morning of September 4, 2008. Should you require more time to meet the request, please call me at (619) 236-6220 to arrange for a date to turn over the responsive documents.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Walter C. Chung". The signature is fluid and cursive, with a large, stylized "W" and "C".

Walter C. Chung  
Deputy City Attorney